Transferring your SMSF Business to SMSF Engine

SMSF SOLUTIONS FOR ACCOUNTANTS AND FINANCIAL PLANNERS

THINGS TO CONSIDER

Thank you for your consideration of using SMSF Engine to provide administration and audit services for your SMSF Business. Before you begin there are a few things you may wish to consider:

If you haven't completed the prior year financials then we can easily incorporate this service as part of the transition. Contact us to confirm a one-off fee for the annual service

If you wish us to just do the current year then the sooner we can get the fund set up, the sooner we can arrange to have the data feeds set up meaning less manual work for you and no additional cost

For Brand new funds it's easy to set up the fund with us from day one, plus you get a discount on our first year monthly fee.

Below are the practical steps involved to get you up and running:

STEP 1

APPLICATION FORM

PROVIDE FUND DETAILS

We will collect your contact details and the fund basic details to enable the set up process

SELECT THE SERVICE YOU REQUIRE

You can select the ongoing service you require as well as optional services such as prior year account, actuarial certificate etc

COMPLETE THE DIRECT DEBIT FORM

This will allow us to process your monthly payments. Each month. You will received a schedule summarising the amount owing or your approval

CHECKLISTS

Included in the application form is a brief checklist for you to complete for EACH fund you transfer. If we are doing the prior year accounts we may require our annual checklist as well

STEP 2

ONBOARDING YOUR FUNDS

DROPBOX

We will provide you with a shared dropbox folder. You can upload and download documents from this as required

BANK AUTHORITIES

We will provide you with pre-filled bank and broker authority forms for the authorised signatory to sign.

Our low fees are based on automation. If you are unable to provide data feeds higher fees may apply

STEP 3

ADMINISTERING YOUR FUND

DAILY PROCESSING

On a regular basis we will monitor the transactions for your fund, processing and reconciling the fund

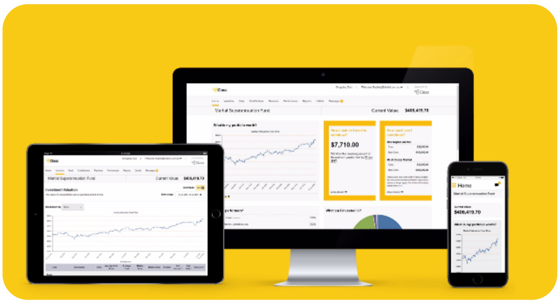
ACTION ITEMS

We maintain an action items sheet on dropbox.

This allows us to notify you of outstanding issues such as unexplained transactions or missing documents. When you provide a response you can update the sheet accordingly to close the query

STEP 4

ONLINE ACCESS TO YOUR SMSF



Once your transactions have been processed in our and brought up to date, we will send you an 'Invitation for online access'. If accepted you will be able to view all your vital fund information online including:

- Investment valuations
- Contributions
- Pensions
- Latest transactions

STEP 5

ANNUAL PROCESS

At year end we will prepare the accounts and audit. Often there may be specific questions from the auditor that may require a response. These will be advised via the action items

Once complete we will upload the final documents to dropbox for you to arrange trustee signatures

ADDITIONAL INFORMATION

Copies of forms and additional information can be found on our website including:

- SMSF Engine Application
- Annual Checklist
- Dropbox instructions and FAQs
- Additional forms and resources

STILL HAVE QUESTIONS?

If we can assist you with any other questions you may have then please call us on 1300 369 312

We're always happy to chat to you.

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